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June 13, 1981  
NUMBER 1430.2

ASD(MRA&L)

## Department of Defense Directive

SUBJECT: Civilian Career Management

- References:
- (a) DoD Directive 1430.2, "Assignment of Responsibilities for Civilian Career Programs," May 9, 1966 (hereby canceled)
  - (b) DoD Instruction 1430.1, "Civilian Career Development," September 28, 1955 (hereby canceled)
  - (c) DoD Civilian Personnel Manual, Chapter 950
  - (d) DoD Instruction 1430.10, "Civilian Career Program Publications," June 22, 1981
  - (e) DoD Instruction 1430.11, "DoD Civilian Career Knowledge Test Program," June 22, 1981

### A. REISSUANCE AND PURPOSE

This Directive reissues reference (a), and establishes policies and responsibilities for the development and operation of civilian career programs in the Department of Defense.

### B. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Defense Agencies, and the Uniformed Services University of Health Sciences (herein referred to as "DoD Components").

### C. POLICY

1. It is the policy of the Department of Defense to promote career planning and development for civilian personnel to:
  - a. Ensure a steady flow of capable, fully qualified, and trained personnel to fill positions at all levels.
  - b. Recruit capable employees interested in long-term career opportunities and development.
  - c. Retain competent civilian employees and reduce turnover by providing them with opportunities for advancement commensurate with their abilities.
2. Civilian career programs shall be developed for occupational specialties employed by such functional areas as procurement, supply, finance, research and development, and other appropriate groupings,

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and shall include, for each occupational specialty or other appropriate grouping, the program elements contained in DoD Civilian Personnel Manual, Chapter 950 (reference (c)), and the following elements:

- a. Clear lines of progression to successively more responsible positions.
- b. A coordinated training and development program for the occupational specialty, using in-service and nonfederal facilities to improve present performance and prepare employees for higher responsibilities. Such a program shall include a specific plan for the use of leading management training courses available in-house and at facilities outside the Department of Defense.
- c. Provision for a minimum annual intake of carefully selected career personnel with potential for progression to responsible technical, professional, and managerial positions. A minimum annual intake in each occupational specialty is essential to ensure a continued flow of persons capable of benefiting from long-term career development programs.
- d. Planned work assignments designed to develop managerial and technical competence. Programs of cross-training between installations and DoD Components shall be fostered through rotational assignments and exchanges of personnel for specified periods. Exchange of personnel with other government agencies shall be encouraged.
- e. Procedures for referral of suitable personnel for career development opportunities on an installation or activity, command, DoD Component, and DoD-wide basis.
- f. Procedures for counseling employees and appraising employee potential.

#### D. RESPONSIBILITIES

1. The Under Secretaries of Defense, the Assistant Secretaries of Defense, General Counsel, Department of Defense, and the Assistants to the Secretary of Defense (referred to as OSD Principal Staff Assistants) shall:

- a. Promote the establishment of and develop civilian career programs for those career fields within their respective areas of responsibility, when such programs are necessary to further the most efficient use of human resources.
- b. Recommend to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) any career fields within their respective areas of responsibility that require the establishment of a DoD-wide civilian career program.
- c. Assist the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) in career program development and implementation by providing top management functional leadership.

Jun 13, 81  
1430.2

d. Assure the effectiveness of DoD-wide civilian career programs that are operational for career fields within their areas of responsibility.

2. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)) shall:

a. Provide overall guidance and policy direction for civilian career programs of the Department of Defense.

b. Coordinate development and evaluate the effectiveness of civilian career programs in the Department of Defense.

c. Establish, in coordination with the appropriate OSD Principal Staff Assistants, DoD-wide civilian career programs in appropriate career fields.

d. Assign responsibility for developing particular DoD-wide civilian career programs or portions thereof to individual DoD Components.

e. Provide staff guidance to the OSD Principal Staff Assistants in connection with their responsibilities for DoD-wide civilian career programs.

f. Issue such manuals, forms, and other publications as may be required for general policies, requirements, and procedures applicable to the development and operation of DoD-wide civilian career programs (DoD Instructions 1430.10 and 1430.11 (references (d) and (e)).

g. Provide for automating the central inventory and referral systems and the operation of such systems.

h. Designate an executive agent or agents for a particular phase or phases of any DoD-wide civilian career program.

3. Heads of DoD Components shall:

a. Coordinate overall civilian career planning within their respective Component, including the development (within the policies and standards established by the ASD(MRA&L)) of programs not covered by DoD-wide programs, and evaluate the implementation of civilian career programs through on-site inspections and other appropriate means.

b. Designate a key official to assist the OSD Principal Staff Assistants and the ASD(MRA&L) in planning and evaluating DoD-wide civilian career programs, and provide Component level top management leadership and coordination.

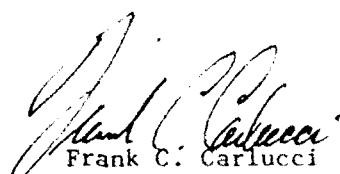
c. Implement DoD-wide civilian career programs within their respective Component.

d. Ensure that line management fulfills its basic responsibility of meeting career management needs.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.

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Frank C. Carlucci  
Deputy Secretary of Defense

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# **SUPPLEMENTARY**

# **INFORMATION**

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER See Pen Changes Below	DATE November 16, 1994	DISTRIBUTION 1000 series
ATTACHMENTS None		

### INSTRUCTIONS FOR RECIPIENTS

Pen changes to the following DoD Issuances are authorized:

#### DoD Issuance Number and Date

#### Change Number

##### DoD Instruction 1000.15, September 22, 1978

Change 2

##### Section H.

Heading. Delete "AND IMPLEMENTATION"  
Lines 1 through 3. Delete "Forward two copies of  
implementing regulations to the Assistant Secretary of  
Defense (Manpower, Reserve Affairs and Logistics) within  
120 days."

##### DoD Directive 1020.1, March 31, 1982

Change 1

##### Section H.

Heading. Delete "AND IMPLEMENTATION"  
Lines 1 through 3. Delete "Forward one copy of  
implementing documents to the Assistant Secretary of  
Defense (Manpower, Reserve Affairs, and Logistics) within  
120 days."

##### DoD Directive 1205.5, May 16, 1980

Change 1

##### Section F.

Heading. Delete "AND IMPLEMENTATION"  
Lines 1 through 3. Delete "Forward one copy of  
implementing documents to the Assistant Secretary of  
Defense (Manpower, Reserve Affairs, and Logistics) within  
120 days."

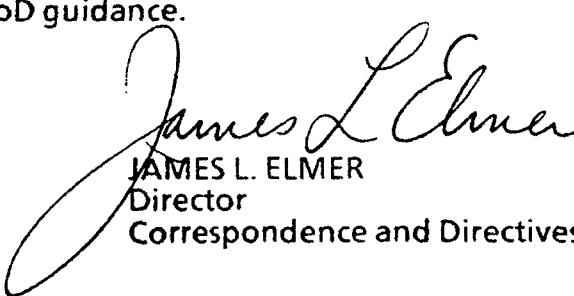
WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>		<u>Change Number</u>
<u>DoD Instruction 1205.12, January 15, 1969</u>		Change 1
Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two (2) copies of implementing instructions issued by the Military Departments shall be furnished to the Assistant Secretary of Defense (M&RA) within sixty (60) days."		
<u>DoD Directive 1205.14, November 11, 1974 (Reprint)</u>		Change 1
Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing documents shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 90 days."		
<u>DoD Directive 1205.17, June 20, 1985</u>		Change 1
Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days."		
<u>DoD Directive 1215.13, June 30, 1979</u>		Change 2
Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days for review and approval prior to issuance."		
<u>DoD Directive 1215.14, February 4, 1975</u>		Change 3
Section IV. Heading. Delete "AND IMPLEMENTATION" Subsection B. Delete in its entirety.		
<u>DoD Directive 1304.23, February 15, 1984</u>		Change 1
Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."		
2		

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>		<u>Change Number</u>
<u>DoD Directive 1312.2, October 4, 1989</u>		Change 1
Section G. Heading. Delete "AND IMPLEMENTATION" Lines 2 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Health Affairs) within 120 days."		
<u>DoD Directive 1320.5, July 26, 1978</u>		Change 2
Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of each implementing document to the Assistant Secretary of Defense (MRA&L) within 120 days."		
<u>DoD Instruction 1322.20, March 14, 1991</u>		Change 1
Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days."		
<u>DoD Directive 1325.6, September 12, 1969</u>		Change 3
Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two (2) copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."		
<u>DoD Instruction 1330.7, April 26, 1974</u>		Change 3
Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing instructions shall be forwarded to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 60 days."		
<u>DoD Directive 1338.5, August 13, 1980</u>		Change 2
Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>		<u>Change Number</u>
<u>DoD Directive 1344.3, February 1, 1978</u>		Change 1
Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 60 days."		
<u>DoD Instruction 1400.10, December 5, 1980</u>		Change 2
Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		
<u>DoD Instruction 1400.11, February 8, 1980</u>		Change 2
Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		
<u>DoD Directive 1400.13, July 8, 1976</u>		Change 1
Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing regulations shall be forwarded to the ASD(M&RA) within 60 days."		
<u>DoD Directive 1400.16, October 30, 1970</u>		Change 2
Section VIII. Heading. Delete "AND IMPLEMENTATION" Paragraph B. Delete in its entirety.		
<u>DoD Directive 1400.25, January 24, 1978</u>		Change 1
Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the ASD(MRA&L) and one copy to the ASD(C) within 60 days."		
<u>DoD Instruction 1400.32, January 15, 1987</u>		Change 1
Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days."		

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>		<u>Change Number</u>
<u>DoD Directive 1400.34, December 15, 1988</u>		Change 2
Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 5. Delete "The Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days of receipt of DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS) Procedures."		
<u>DoD Directive 1402.1, January 21, 1982</u>		Change 3
Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		
<u>DoD Instruction 1412.3, December 8, 1971</u>		Change 2
Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of each implementing document will be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."		
<u>DoD Instruction 1416.4, March 4, 1963</u>		Change 2
Section VIII. Heading. Change "IMPLEMENTATION" to "EFFECTIVE DATE" Subsection A. Delete in its entirety. Subsection B. Redesignate paragraph "B." as paragraph "A."		
<u>DoD Instruction 1416.8, December 5, 1980</u>		Change 1
Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		
<u>DoD Instruction 1418.2, May 5, 1969</u>		Change 4
Section VII. Heading. Delete "IMPLEMENTATION AND" Lines 1 through 4. Delete "Two copies of implementing instructions and revisions thereto will be furnished to the to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 60 days."		

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>		<u>Change Number</u>
<u>DoD Instruction 1422.1, October 31, 1967 (Reprint)</u>		Change 1
Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing regulations issued by the DoD components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days."		
<u>DoD Instruction 1424.3, January 28, 1980</u>		Change 1
Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		
<u>DoD Directive 1430.2, June 13, 1981</u>		Change 1
Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		
<u>DoD Directive 1430.4, January 30, 1985</u>		Change 1
Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."		
<u>EFFECTIVE DATE</u>		
<p>The above pen changes are effective immediately. Although the pen changes remove the requirement for DoD Components to issue implementing documents, the DoD issuances are directly applicable to all elements with the Components and the Heads of the DoD Components are responsible for carrying out the DoD guidance.</p>  <p>JAMES L. ELMER Director Correspondence and Directives</p>		
6		